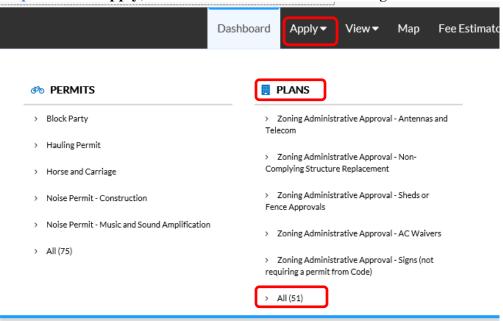
Once logged into APEX:

Step 1: Click Apply, then select All under Plans on the right side.



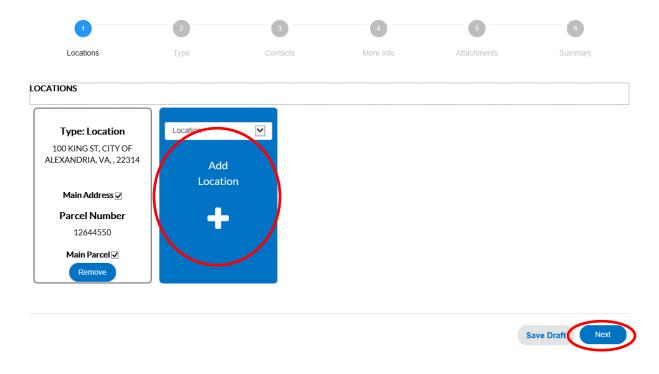
All BAR applications are included in the "Plans" category.

Step 2: To create a Plan, find the appropriate plan and select **Apply**.

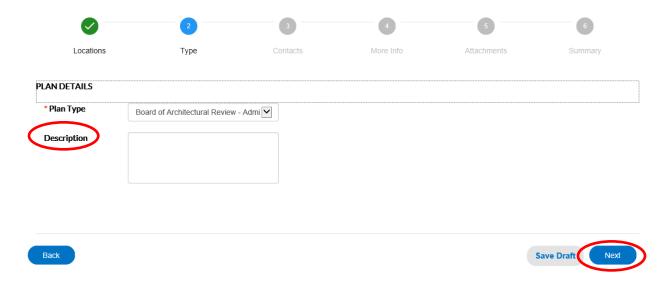


If you are unsure which application to select, please see the Preservation website or ask a staff member. Another BAR application available in Apex is the Permit to Demolish.

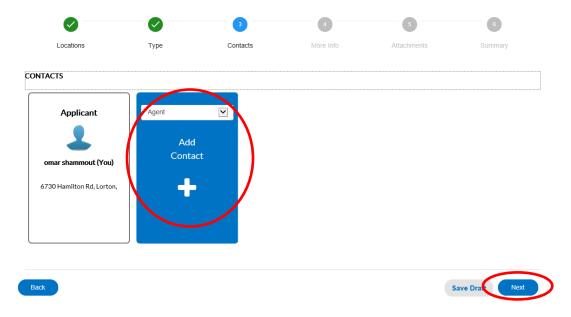
Step 3: Select Add Location and add the desired address then click Next.



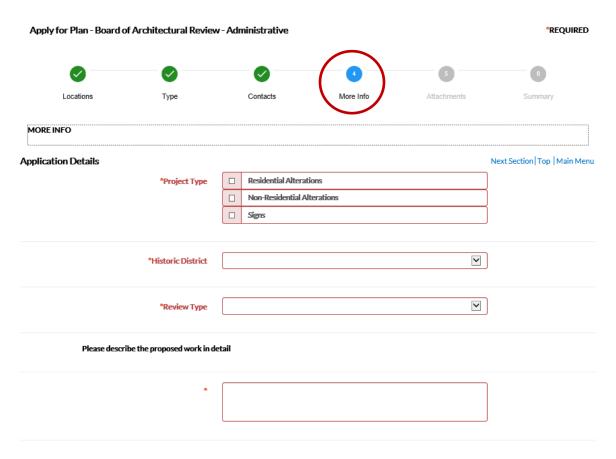
Step 4: Complete the **Description** field for the Plan Type and select **Next.**



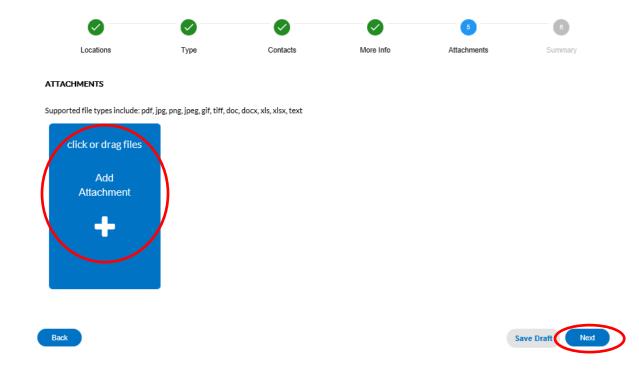
Step 5: Add any contacts that are associated with the Plan and then select Next.



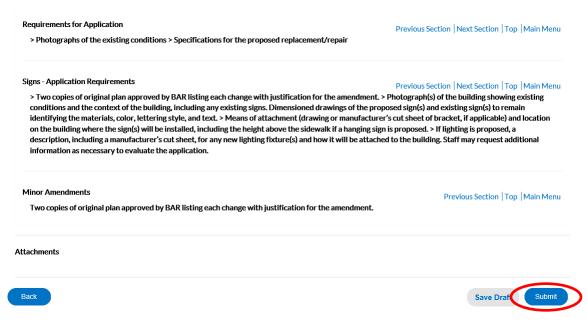
Step 6: Complete the following information regarding your Plan and then select Next.



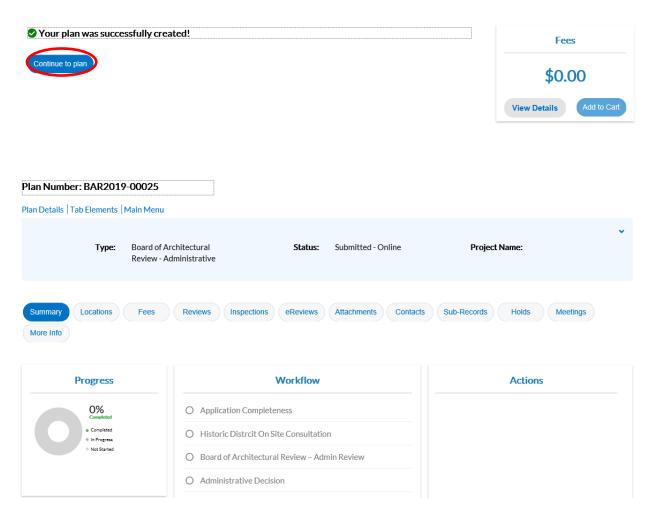
Step 7: After completion of the More Info tab add any attachments that may be associated with the Administrative Plan and then select **Next**. Please note that although the screenshot says the system accepts JPGs, it does not. You will need to submit all documents as a PDF.



Step 8: After adding attachments look over all the information regarding the Plan and make sure it is all correct and then click **Submit** on the bottom right of the screen to complete the process.



Step 9: The Permit Application has been submitted successfully



If you upload new documentation or pay your fees after you have submitted your application, please advise the planner working on your case, as Apex does not send us a notification.